



USFWS APPROVAL MAY BE REQUIRED BEFORE SUBMITTAL

**SUBMITTALS FOR A SINGLE FAMILY RESIDENCE  
IN AN IMPROVED SUBDIVISION**

1. COMPLETED BUILDING PERMIT APPLICATION WITH APPLICATION FEE (\$750.00 for conventional homes - \$500.00 for modular homes).
2. SEPARATE APPLICATION FOR: LANDCLEARING with \$35.00 inspection fee (EXCEPT INVASIVE EXOTICS-NO FEE). FILL, DOCKS OR SEAWALL (open water), OR EXCAVATION with \$80.00 inspection fee. SEAWALLS (upland canal) with \$35.00 inspection fee. IF APPLICATION IS MADE WITH COMBINATION OF ANY OF THE ABOVE (except landclearing) ON THE SAME LOT, ONE FEE OF \$80.00 WILL BE CHARGED.
3. COPY OF A RECORDED DEED OR CONTRACT FOR DEED SHOWING OWNERSHIP OF THE PROPERTY (only if owner named on application does not match our computer listing or Property Appraiser's print-out).
4. PHOTOGRAPH OF LOT.
5. U.S. FISH AND WILDLIFE SERVICE (USFWS) approval if required.
6. THREE COPIES OF VEGETATION SURVEY. THIS IS NOT REQUIRED IF LOT IS SCARIFIED.
7. THREE SETS OF SIGNED AND SEALED PLANS.
8. ONE ORIGINAL WITH TWO COPIES OF A SEALED SURVEY.
9. ELECTRIC METER LOCATION LETTER AND TWO SETS OF STAMPED PLANS, (Utility Co.) phone # Lower Keys 294-5272, Middle Keys 743-5344, Upper Keys 852-2431.
10. HEALTH DEPARTMENT APPROVAL, SEPTIC TANK, (HRS) AND THREE SETS OF STAMPED PLANS, phone # Lower Keys 292-6894, Middle Keys 289-2450, Upper Keys 853-3240.
11. AUTHORIZATION FROM AQUEDUCT AUTHORITY, (FKAA) phone # Lower Keys 296-2454, Middle Keys 743-5409, Upper Keys 852-8086.
12. THREE COPIES OF ENERGY CODE CALCULATIONS (IF A/C IS INVOLVED).
13. TWO COPIES OF MANUFACTURED ROOF TRUSS DRAWINGS (if applicable).
14. IF IN "V" ZONE, STRUCTURAL CERTIFICATION ("V" zone certificate).
15. IF PAVED DRIVEWAY CONNECTS TO A COUNTY ROAD, PERMIT FROM PUBLIC WORKS WILL BE REQUIRED. FDOT PERMIT REQUIRED IF DRIVEWAY CONNECTS TO A STATE ROAD.
16. YOUR BUILDING PERMIT APPLICATION IS SUBJECT TO THE RESIDENTIAL DWELLING UNIT ALLOCATION ORDINANCE (ROGO). Contact the Building Department for further information. Once your building permit application has been approved, you will be notified to execute the application for ROGO. The fee for this application is \$100.00.
17. All applicants are advised to check with the property owners association related to your subdivision (i.e.: if one exists). THERE MAY BE LOCAL DEED RESTRICTIONS THAT COULD AFFECT YOUR DESIRED DEVELOPMENT.

**THE FOLLOWING MUST BE CLEARLY MARKED ON THE PLANS:**

- A. NATURAL GRADE TAKEN FROM SURVEY BEFORE ANY FILL IS PLACED
- B. ELEVATION OF GROUND SLAB.
- C. IF "A" ZONE, elevation of the top surface of first floor, or IF "V" ZONE, the bottom surface of the lowest horizontal structural member.
- D. OVERALL HEIGHT (not to exceed 35 feet from natural grade or crown of road whichever is higher).
- E. TWO PARKING SPACES 8'6" x 18' each (minimum).
- F. PROPER NAME OF STREET (if corner property show name of each street).
- G. SETBACKS - 25' front, 20' rear, a total of 45' for both sides with a minimum of 10' on one side.
- H. STREET TREE-native 12' high, broad-leaved tree (one per lot, per street)
- I. SITE DRAINAGE/CALCULATIONS.
- J. HURRICANE SHUTTERS as per ordinance #008-1997.

**FOR MORE INFORMATION CALL :**

852-7100 Plantation Key

289-2501 Marathon

292-4490 Stock Island

SF/IS5/99LF